

TOWN OF NORTH HAVEN  
DEPARTMENT OF COMMUNITY SERVICES AND RECREATION

TITLE: Summer Camp Supervisor

SUPERVISOR: Assistant Director of Recreation  
Assistant Director of Recreation/Pool

GENERAL DESCRIPTION:

Overall planning, supervision and operation of a summer camp program. Perform related tasks as required by the Assistant Director of Recreation.

DISTINGUISHING FEATURES OF SUPERVISOR:

The duties and responsibilities of the Summer Camp Supervisor are as follows:

- a. Programming and planning of daily and special activities for the Summer Camp in conjunction with staff.
- b. Maintenance of facility and equipment.
- c. Instruct staff on skills and assign tasks.
- d. Enforce rules and regulations of the program.
- e. Attend daily staff meetings.
- f. Prepare reports on activities and staff.
- g. Attend pre-season orientation.
- h. Opening and closing of the camp facility.
- i. Submit bi-weekly time sheets.

REQUIRED SKILLS AND KNOWLEDGE:

A qualified Summer Camp Supervisor should possess:

- a. Strong leadership qualities such as dependability, organization, communication skills, creativity, enthusiasm, flexibility, decisiveness and ability to delegate authority.
- b. A varied background in recreational games and activities such as music, athletics, arts and crafts, outdoor education, dance, and drama.
- c. Ability to instruct staff and children in varied tasks.
- d. Enjoy working with children and people in general.
- e. Overall demonstration of strong leadership and administrative qualities.

DESIRED QUALIFICATIONS:

- a. First Aid/CPR certification.
- b. Experience as a Summer Camp Supervisor or similar position.
- c. Own transportation.

SUMMER STAFF SCHEDULE:

Dates: June 19 through August 4, 2017

Hours: 8:15 a.m. – 4:45 p.m./8:00 a.m. – 4:00 p.m.

Hourly rate: \$16.40

Applications will be accepted beginning February 6, 2017, until filled.

Please apply at the Memorial Town Hall, Finance Office, 18 Church Street, North Haven, CT 06473 Monday through Friday 8:30 a.m. – 4:30 p.m., or you can download the Summer Employment Application from the Town's Website [www.town.north-haven.ct.us](http://www.town.north-haven.ct.us). Applications must be mailed or hand delivered to the Finance Office. Applications will not be accepted via email.